

THE ORCHARD COMMUNITY PRE-SCHOOL

Registered as Company Limited by Guarantee in England and Wales
Registered Office: 17a Elmside, Milford, Godalming, Surrey, GU8 5EG
Registered Number: 8791069
Registered Charity Number: 1154900

33a. After School Club

Policy Statement

We believe it is of prime importance that all parents/carers, staff and management committee, have a clear set of procedures to follow. Our decision to set up an After-School Club was taken as a result of parents' requests for after school care, but in making that decision the management committee made a commitment to ensuring that all costs and activities associated with the After-School Club would be set up in a way that would ensure they did not impinge on the pre-school's main purpose, activities and finances.

All income for the After-School Club and all costs associated with it will be separately calculated so we may be sure that it is fully self-sufficient and financially viable.

Registration

1. The After-School Club is open to children between the ages of 3 and 7 years of age. No child who is below 3 years of age or 8 years old or above may attend, so parents/carers should ensure they have alternative arrangements in place for their child before and after those birthdays.
2. Application for a place must be made by completion of the registration form (copy attached).
3. Parents/carers who wish to guarantee a place for their child must pay fees four weeks in advance for all the hours and days required. These fees will be non-refundable unless the child is ill or unless the After-School Club is closed due to a decision by the management. To qualify for a refund, parents/carers must inform the Manager in the morning that their child will be absent that day.

Collection Arrangements

There will always be a minimum of two members of staff to look after the children, regardless of how few children there are. This means that we shall employ two members of staff to collect children from Milford Infant School and

two members of staff to stay with the children who are remaining in the pre-school in order to attend the After-School Club. There are financial implications for this, so we shall have to keep our fee structure under review to ensure that these costs (as well as the costs of running the club activities) are met through the fees that parents/carers pay.

Parents will be notified at least 4 weeks in advance of any fees increase.

Snack

Soon after arriving at the After-School Club, the children will be provided with a snack, which will include a drink of squash or water, bread/toast and spreads and fruit. The cost for this is included in the fees.

Activities

The outdoor and indoor equipment that is already in place at the pre-school will be made available to the After-School Club children, but age-appropriate equipment and consumables such as paper, paint, glue, etc. will also be provided. They are also included in the fees.

Fee Payment Requirements

1. All accounts for the After-School Club must be kept separate from those of the pre-school. Parents/carers who also pay fees to the pre-school must therefore make entirely separate payments for After-School Club fees. This includes all forms of payment.
2. **Cash Payments** - please place cash in an envelope on which is written: the child's name, the amount of cash and the words 'ASC Fees'.
3. **BACS transfers and Work-place Voucher payments** - please make sure that the payment reference includes the child's first name (or the child's initials plus the family name) and the words 'ASC Fees'.
4. **Cheque payments** - please mark the reverse of the cheque with the child's name and the words 'ASC Fees'.
5. **Payments for more than one child** - Please include the names of both children on the payment reference, cheque or envelope.
6. Fees for pre-booked places are £12.75 per full session or £4.55 per hour or part hour.
7. Parents/carers who wish to book After-School Club places on an ad-hoc basis, should note that a place may only be offered if there are sufficient places

available on the date required. Registration forms must still be completed and payment must be made on or before the day the child attends.

8. Please note that we will be unable to offer a place to any child if parents/carers have not completed the registration form. Parents/carers who think they may wish to use the After-School Club on an ad-hoc basis, are therefore advised to complete a registration form in advance, so that the staff have the necessary contact details etc. on file. Arrangements for the child's attendance can then be made at short notice.

9. Fees for ad-hoc places will be charged at £13.75 per full session or at £4.75 per hour or part hour. Fees for this kind of booking must be made on the day or as soon as possible afterwards.

Late Collections

We understand that on occasion, parents/carers are unavoidably delayed at the time they should be collecting their children from the club. We ask that in such circumstances, you make every effort to contact us so that we can reassure your child and make additional care arrangements. (See 'Uncollected Child Policy')

Where the delay is longer than 10 minutes at the end of the session at 6pm, however, there is a cost implication for the club, as our staff members are paid by the hour and there must always be at least two members of staff on duty to provide the necessary care. Because of this, we shall have to charge for the additional care, as follows:

1. £4.50 child for each 15 minutes (or part thereof) after the first ten.
2. If parents/carers are frequently five to ten minutes late, we shall also be obliged to charge at the rates above for the accumulated time, in blocks of 15 minutes.

Please sign below to acknowledge your acceptance of the terms described above:

Print name	
Signature	